



Cabinet for Health and Family Services
Department for Community Based Services

Education and Workforce Development Cabinet
Department of Workforce Investment

LOCAL WORKFORCE INVESTMENT AREA (LWIA) FORMAL COMPLAINT FORM

(The formal complaint form shall be filed within ten (10) calendar days after the date of the action or alleged act.)

Employee's Full Name:	SSN:	Job Title:
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Employer Name:	Supervisor's Name:	Employer Address:
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Home Address:	Work Telephone No. () - ext. Work E-mail Address:	Home Telephone No. () - Home E-mail Address:
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Date of Incident:	Where did incident occur?
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Describe your issue or dissatisfaction with services (use attachments if necessary):

The facts supporting your issue or dissatisfaction with services (use attachments if necessary):

Witness(es) (included names & contact information):

How have you tried to resolve the issue or dissatisfaction with services?

The relief I want is (use attachments if necessary):

I understand that my signature indicates that the above statements are true to the best of my knowledge.

Date:	WorkNow Participant's Signature:
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A formal complaint regarding your issue or dissatisfaction with services rendered under the WorkNow KY Program must be filed with the Local Workforce Investment Area (LWIA).
Address for the LWIA is: _____

The Complaint Procedures provided at the time of application contain complete complaint process information.

WorkNow KY participants who allege discrimination may file a complaint in accordance with 920 KAR 1:090.



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Date Received in by LWIA:

Response (use attachments if necessary):

Response/Mailed
Date:

LWIA
Respondent's
Signature:

Telephone No.:
() - ext.

Administrative Hearing Rights

A WorkNow KY participant may request an administrative hearing in accordance with 921 KAR 2:055 at any time during the complaint process. A WorkNow KY participant shall have the same hearing rights as a Kentucky Transitional Assistance Program (K-TAP) recipient. A request for an administrative hearing shall be sent to: Cabinet for Health and Family Services, Division of Administrative Hearings, Families and Children Administrative Hearings Branch, 275 East Main, 1 E-C, Frankfort, KY 40621.